

**NEC Teleconference**

December 20, 2019 9:00 am Pacific time

**Minutes**

**NEC Members:** Kari Engele-Carter (President); Ann Thomas (Past President); Kevin Kapell (President Elect); Casey Neathway (BC President); Meaghan Allen (AB President); Brad Giesbrecht (SK President); Natalie Lowdon (MB President); John Cannan (ON President); Shaun Crawley (NB President); Vanessa Nickelo (NS/PEI President);

**Regrets:** Tammy McDonald (NL President); Ian Harrison (BOC Chair); Jenny Brown (CoPE); Pam Scharfe (EHFC Chair)

**Minute Taker:**

NOTE: \* denotes that a document was circulated for NEC to review prior to the meeting

#	Item	Discussion	Action	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions *	3.01 SK Branch BOC rep 3.02 AB CoPE rep		
2.02	Minutes Approval *	Approval of November NEC meeting minutes  <b>Moved by:</b> John Cannan <b>Seconded by:</b> Ann Thomas <b>Motion carried.</b>		
2.03	NEC Action Items *	No changes noted		

3 Corporate Reports				
3.01	BOC*	<ul style="list-style-type: none"> <li>• Tony completes his Past Chair role as of December 31, 2019. Thank you to Tony.</li> <li>• Keara Shaw moves to Vice Chair role.</li> </ul> <p><b>Motion</b> to confirm the appointment of George Koutsoulis as SK Branch BOC rep.</p> <p><b>Moved by:</b> Brad Giesbrecht <b>Seconded by:</b> Natalie Lowden <b>Motion Carried</b></p>		
3.02	CoPE*	<ul style="list-style-type: none"> <li>• Jenny will move to Past Chair as of January 1st, 2020.</li> <li>• Lorelle Pegus (MB) moves to Chair position</li> <li>• MB CoPE position has been posted</li> </ul> <p><b>Motion</b> to approve Catherine Chubbs as the AB Branch CoPE rep.</p> <p><b>Moved by:</b> Meaghen Allen <b>Seconded by:</b> Casey Neathway <b>Motion carried</b></p>		
3.03	EHFC*	<ul style="list-style-type: none"> <li>• Pam would like to convey holiday greetings from EHFC's Board</li> <li>• EHFC is at 55% of their \$30,000 fundraising goal for 2019. Thank you for the support.</li> <li>• 2019 EHFC newsletter with a historical perspective will be coming out through listserv on Monday.</li> <li>• NEC rep/appointee to the EHFC - the Board is in strong support of a rep but at the same time appreciate the NEC's confidence in its charitable division if the decision is not no longer have a rep. Further discussion pending.</li> </ul>		
4 Old Business				
4.01	AEC 2020	Registration for NEC members has been taken care of by CIPHI office		

4.02	AEC 2021	Update - NB Branch is compiling a bid. Currently looking at venues in St. Johns and in St. Andrew.		
4.03	Code of Conduct NOP *	<p><b>Motion:</b> The final draft dated December 2019 of new National Operating Policy #26 - Code of Conduct for CIPHI Executive Members be approved by the NEC</p> <p><b>Moved by:</b> Ann Thomas <b>Seconded by:</b> Kevin Kapell <b>Motion carried.</b></p>	<p>Send approved copy to CIPHI office for filing</p> <p>Disseminate to members</p>	<p>Ann</p> <p>NEC Policy Committee</p>
4.04	NOP #13 Conflict of Interest *	<p><b>Motion:</b> The final draft dated December 2019 of revised National Operating Policy #13 - Conflict of Interest be approved by the NEC</p> <p><b>Moved by:</b> Ann Thomas <b>Seconded by:</b> Brad Giesbrecht <b>Motion carried.</b></p>	<p>Send approved copy to CIPHI office for filing</p> <p>Disseminate to members</p>	<p>Ann</p> <p>NEC Policy Committee</p>
4.05	CoPE Regulation*	<p><b>Motion:</b> The draft of CoPE Regulations dated November 2019 be approved by the NEC</p> <p><b>Moved by:</b> John Cannan <b>Seconded by:</b> Vanessa Nickelo <b>Motion carried.</b></p>		
4.06	Environment and Health International Magazine	Information provided by Natalie on 2 excellent articles contributed on behalf of CIPHI ( Casey Neathway and Vanessa Nickelo) No response received to date.	Follow up with IFEH	Natalie
4.07	Gdrive access	General update provided on folder permissions/access and reorganization of folders.		

4.08	IFEH Extraordinary Meeting	John participated in IFEH call. Minutes were circulated.		
4.09	Progressive Compliance Cycle Communication to members	All Branches have either offered PCC workshops to their members or have plans to do so soon.		
4.10	National Advocacy Committee Health Promotion Marketing Strategy Proposal *	Proposal was distributed to potential agencies. All submissions received will be reviewed at the January 2020 NEC meeting.		
<b>5</b>	<b>New Business</b>			

501	Code of Ethics inclusion: Amendment to By-law #1 Section 4.03(a)(i)	<p><b>Whereas:</b> Membership in the Canadian Institute of Public Health Inspectors (CIPHI) requires members to sign a declaration acknowledging their moral obligation to uphold the Code of Ethics (May 2017) in a professional manner.</p> <p><b>Whereas:</b> The National Executive Council has identified a need to establish a member discipline process to address Code of Ethics violations</p> <p><b>Whereas:</b> The CIPHI By-Laws in their current form do not allow for the Corporation to discipline members who do not uphold the Code of Ethics</p> <p><b>Whereas:</b> The National Executive Council at the September 2019 board meeting discussed and accepted the legal advice that this could best be rectified by an amendment to By-law #1 Section 4.03(a)(i)</p> <p><b>Be it resolved that:</b> By-law #1 Section 4.03(a)(i) be amended as highlighted: <b>4.03 Discipline of Members (a)</b> The board shall have authority to discipline any member of the Corporation for any one or more of the following grounds: <b>(i)</b> violating any provisions of the articles, by-law, <b>the Code of Ethics</b> or written policies of the Corporation.</p> <p><b>Moved by:</b> Ann Thomas - Past President CIPHI</p> <p><b>Seconder:</b> Casey Neathway- President BC Branch</p> <p><b>Motion Carried.</b></p>	<p>Revise by-law and send copy to office and webmaster.</p> <p>Put motion for membership to vote on by-law change on the 2020AGM Agenda</p>	<p>Ann</p> <p>Kari</p>
5.02	Event Registration Platform	<p>The question was raised as to whether there was any interest from Branches in having a national event registration program that all branches could use.</p> <p>It appears the larger Branches may benefit the most from this and it may not be cost effective for smaller branches.</p>	<p>Look into some options that might work at the national level</p>	<p>Meaghen</p>

5.03	<a href="mailto:volunteer@ciphi.ca">volunteer@ciphi.ca</a>	This site has been inactivated as it was being underutilized		
5.04	Association Management Software	Consensus was there needs to be discussion with CoPE regarding the ongoing oversight of this issue. Casey will continue to be the NEC lead.		
5.05	CIPHI National Budget 2020	NEC is reminded to review the budget documents prior to the January meeting and submit any requests or project funding to Kari	Review 2020 budget projections	NEC
<b>6</b>	<b>Next Meeting</b>			
601	January Face-To-Face meeting	January 11 <sup>th</sup> 8am-5pm and January 12 <sup>th</sup> 8am-4pm Chateau Victoria, Victoria, BC  It was confirmed all NEC members present have made travel plans.		